



# WELCOME TO CRAYON KIDS!

## Crayon Kids Parent Handbook

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# **ABOUT CRAYON KIDS**

## **Our Mission Statement**

**It is the mission of Crayon Kids Preschool to provide the children of Norristown area the opportunity to develop academically, physically, emotionally and socially in a cheerful, stimulating, and safe environment. Through kind and caring guidance, our professional staff will teach your child to develop to his or her potential with self-esteem and the necessary skills for their future growth.**

## **Best Practices**

Crayon Kids strives to operate with best practices and techniques. We use many tools to guide us in these practices to ensure the highest quality of care for your family. We use guidance from “Caring for Our Children” reference book and seek assistance and trainings from Keystone Stars. Crayon Kids also has resources from Early Head Start, OCDEL (Office of Child Development and Early Learning), CCIU (Chester County Intermediate Unit), MCC (Maternity Care Coalition), MCIU (Montgomery County Intermediate Unit), and the ECLKC by Head Start (Early Childhood Learning & Knowledge Center) web sites.



### **Keystone Stars**

The Keystone Stars program is a *voluntary* continuous quality improvement program in the state of Pennsylvania. Crayon Kids is proud to have achieved a star 3 level in this program and promises to continue to provide quality care for your family.

### **Early Head Start**

Crayon Kids is proud to be part of the federally funded Early Head Start (EHS) program. All families of children ages 0 to 3 years of age can apply. The program also supplies diapers, wipes, formula, and food (CBS program) for your child. If you prefer certain diapers, wipes, or formula you **MUST** have a doctor's note stating that your child has an allergy to our provided products. Crayon Kids expects families to support EHS with parent volunteer time. It is also required for parents to have 2 home visits by our EHS teachers and EHS parent engagement personnel per year; this is in addition to parent teacher conferences. In addition, no child can refuse the food program when participating in Early Head Start.

Early Head Start programs require a home visit within the first 45 days of care to go over the initial screening. After that you will receive 2 developmental reports per year, 2 social emotional screenings per year, and a second home visit 6 months following the first home visit.

### **Crayon Kids Staff**

Our staff consists of a team of certified, degreed, and trained professionals with many years experience in child development. They have proven their patience, love, and understanding of children. Staff members are also certified in First Aid and CPR, as well as yearly training in the education of young children.



# ENROLLMENT POLICY & PROCEDURE

## Crayon Kids Admission Procedure

Admission to Crayon Kids is accepted to all children without regard to ethnicity, religion, creed, gender, age (2 months to 7 years), and disability within safety limits. Openings to our classrooms will depend on age, staff-to-child ratio, and amount of children permitted by state codes. Crayon Kids policy provides only 1 part time position in all classrooms. Your enrollment may be jeopardized if your child/children go from full time to part time status. Please see Director for concerns.

## Enrollment Procedure

### Child File

All children must have a personal file *completed* upon their first day of attendance. This file consists of the following forms:

1. Application
2. Emergency contact form \*
3. Child Health Assessment \*\*
4. Password Form
5. Parent Consent
6. Rules and Regulations
7. Civil Rights Compliance \*\*\*
8. CBS/food forms
9. Medical plan (if needed)

If any of the above is not completed/returned/updated on the date requested, your child may be dismissed from school until it is received. While filling out these forms, if something doesn't apply, please write N/A or none-**do not leave it blank**. Please contact the director if you need to change any information in your child's file.

## Updates Needed for the Child's File

\* Emergency contact forms must be updated every 6 months. The director will inform you when it is time to update your form. If information changes throughout the year, please inform the teacher or director immediately. If director is unable to contact a parent with supplied



information, care will be suspended until working contact numbers are provided. If numbers are consistently out of date care may be terminated.

\*\* Please see Immunization Policy

\*\*\*Please see Civil Rights Compliance

### Care Plans

Crayon Kids uses Caring for our Children to establish policies and practices regarding care plans for children with special needs, asthma, medical needs, food allergies, and medication administration. Please make sure we receive all documentation to fully support your child with his or her special needs.

### IEP/IFSP Request

In order for Crayon kids staff to provide the appropriate learning and developmental experience for your child, we ask that if your child has an IEP (Individualized Education Plan) or IFSP (Individual Family Service Plan) that you make it known to the Director. A copy of such plan should be given to Crayon Kids, Inc. The IEP or IFSP will be kept strictly confidential. A form addressing this will be contained in your admission packet. We are committed to working in partnership with families whose children have Individualized Family Service Plans (IFSP) or Individualized Education Plans (IEP). We will attend IFSP or IEP meetings when requested by parents. Teachers refer to the child's plan to support the goals and objectives within the classroom. Additionally, we will collaborate with all professionals providing services for children with IFSP's or IEP's. We will support parents in the services they request for their child and will make reasonable accommodations to support their services within the center. All fees charged by any consultants or professionals are the responsibility of the family. Due to confidentiality, guardian must provide and IEP to the school or give permission for release.

\*Ex. of IEP Request of Release form available in Appendix A

## CHILD DEVELOPMENT

### Classroom Ratios

#### Early Head Start (0-36 months)

Ratio: **1 staff member** to every **4 children** with no more than 8 children to a classroom

#### Pre-school/Pre-K (36 months +)

Ratios: **1 staff member** to every **10 children** (over the age of 3 years/36 months)

\*20 children permitted in Pre-School room

\*10 children permitted in Pre-K room



## Curriculum

We pride ourselves on small groups and personal attention.

Our programs are based on the development of each individual child. We proudly use the Creative Curriculum for infants and toddlers. Preschool and Pre-K use Pearson's Opening the World to Learning (O.W.L.) curriculum along with Handwriting Without Tears and other popular national education programs which have been approved by OCDEL (Office of Child Development and Early Learning). Our curriculum consists of Reading Readiness, Math Readiness, Whole Language skills, Social Studies, Science/Nature, Art, Cooking, Independence Skills, Concepts/Values, and Health and Safety. The children also participate in the weekly Mighty Tots fitness and exercise program, weekly music program, interactive story time, field trips, in-house visitors, pizza Fridays and various special events throughout the year. Parents are always welcome and encouraged to attend these events.

## Child Observation and Developmental Reports

Primary teachers are required to perform a child observation within the first 45 days of enrollment regardless of age (Mandatory Keystone Star Requirement). We use *Ages and Stages Questionnaire* for our initial assessment. A parent conference will be offered following review of assessment by the lead teacher. (EHS students will have a mandatory home visit at this time to review observations and create goals. See Early Head Start section for more details) Developmental reports through Teaching Strategies Gold, Creative Curriculum, and O.W.L. are done two times a year in the fall and spring with parent conferences held after each assessment. Attending conferences is not mandatory but is highly suggested, especially for Pre-K students. Additional conferences may be requested at any time by parent or teacher. Copies of your child's assessment will be provided when completed. Copies of assessments are available if you cannot attend, and phone conferences are offered.

## Process for Referring a Child for Intervention Support & Procedure for Referring Families to Appropriate Mental Health Services & Early Interventions

If at any time a staff member finds evidence, such as through the ASQ, ASQ SE, or observations that a child may be eligible for intervention services, the staff member will contact the director. The director and lead teacher will establish a plan to gather additional evidence. When the evidence is compiled the director will contact the child's parent/guardian for a meeting. The director and lead teacher will then present the information gathered and supply the parent(s)/guardian(s) with the appropriate contact information for the particular issue being addressed. The family then will make the appropriate contacts if they believe these services are





necessary. Crayon Kids will support the family in all aspects of their child's intervention and developmental plan.

Parents/legal guardians of students who consistently disrupt teaching, learning, or rest times will be required to supply additional staffing to assist your child and teachers IF parent/legal guardian refuses supports from intermediary support teams. Crayon kids will not provide financial compensation to support staff other than those hired by Crayon Kids. All support personnel supplied by parent/legal guardian will adhere to all Crayon Kids, Keystone Star, and State standards.

## **TRANSITION PROCEDURE**

### **Transition Procedure to Crayon Kids**

#### **Helping Children Transition To The Center:**

Every child is assigned to a full time teacher at the center. This primary teacher has the responsibility of helping new children become familiar with the routines of the center. The teacher will learn your child's unique ways of communicating and will narrate the day for him or her until he or she is completely comfortable.

Children respond in a variety of ways to new settings. Some settle in quickly, as if they have always been at the center. Others may have a more difficult time adjusting. Children experience a variety of feelings (sadness, anger, and delight) as they learn to trust new teachers and know that parents do come back at the end of the day. Please be assured that your child will be supported during this transition time.

#### **Parents can help their children by:**

- Talking positively about the center, teachers, and children
- Acknowledging and validating all feelings (I know that you are angry, sad, excited, etc.)
- Communicating a matter-of-fact confidence in the center
- Assuring your child that you love them, that you will miss them, and that you will be back
- Saying goodbye when you're ready to leave and then leaving. (It's confusing to children and teachers when parents say good-bye and then stay around for a while.)
- Letting your child know when you are leaving the center. It is critical to your relationship that your child trusts that you will not sneak out to avoid upsetting him or her. It is much better for a child to experience momentary sadness than to have to deal with the possibility that a parent may disappear at any moment.



### **Helping Parents Transition To The Center:**

This is usually the more difficult of the transitions! Parents may have mixed feelings about leaving their young children in group care. These are normal reactions to trusting your child with people who are initially strangers. You may experience new feelings as children form attachments with teachers. These attachments are essential for a child's emotional development and school success. In order to help yourself feel comfortable, you are welcome to spend time in the center. Site directors or teachers can always make time to answer your questions or hear your concerns about your child.

### **Classroom Transition Procedure**

#### **Toddler transition to Preschool:**

All infants and toddlers are in our Early Head Start (EHS) program. The EHS children remain in their classrooms until age 3. As your child approaches the age of 3, he or she will be ready to transition from our toddler room to our Preschool room. Toddlers will visit the preschool classroom with his or her primary teacher for short time frames until the primary teacher feels the child is ready to transition without the primary teacher. The child then will visit for short periods without the primary teacher until the preschool teacher and toddler's primary teacher feel they are ready for full day transition. Please note that if the teachers feel that your child is not ready to handle the transition, he or she will remain in the toddler room until the teachers feel he or she is developmentally ready. Parents will be informed of this decision and a meeting will be arranged to discuss strategies to assist the child in transitioning. Teachers will be training toddlers to use cups in place of sippy cups, work on potty training if ready, vocabulary to express oneself, self-help skills, and attention span. An individual transition meeting will be available at your convenience at any time.

#### **Preschool transition to Pre-K:**

As your child approaches the age of 4 they will join our Pre-K group if space is available. If space is not available your child will begin transition as soon as space in the Pre-K room becomes available. Pre-K is for children who will enter kindergarten by the following September. Your child must turn 4 before September 1st to be enrolled in our pre-k group. Parents will be offered a transition meeting prior to transition or at any time during transitioning. The child's primary preschool teacher will accompany the child to the Pre-K classroom for short transition times until the child is ready to transition without their primary teacher. Once both teachers feel the child is ready, a full day transition will commence. Depending on the developmental level of your child the teachers will determine if your child is ready for the Pre-K



class. An individual transition meeting will be available at your convenience to discuss strategies for a smooth transition. Teachers will be working on vocabulary to express oneself, use of “I” messages to handle conflicts with peers, self-help skills such as dressing, potty training if ready, and recognition of name and other cognitive concepts to prepare for Pre-K.

### **Pre-K transition to Kindergarten:**

As your child approaches the age of 5 and is ready to enter a Kindergarten program, parents will be asked to attend an individual transition meeting to help with any concerns or questions you may have. Teachers will be teaching children self-help skills, prosocial behaviors such as “I” messages for conflict resolution, cognitive skills for preparation to kindergarten, and potty training if necessary. All Pre-K students are invited to attend a morning in a kindergarten classroom. This event usually takes place in May or June of the child’s Pre-K year at Marshall Street School. Crayon Kids will also provide yearly an Information/Enrollment to Kindergarten meeting with support staff from Norristown Area School District (NASD). Pre-K students receive additional transition activities in the form of books and activities. Visits from and to additional elementary schools will be conducted if available. We will also mail a duplicate copy of your child's last development report, IEP, IFSP, and any other important documentation to your child's new school with your written consent using our permission to release form.

### **Child Record Transfer**

Upon completion of your child’s care at Crayon Kids we will be more than happy to transfer or forward your child’s records to the school of your choice. In order to do so you must sign a “permission to release” form as well as provide information of the recipient (name, address, etc.) Copies of your child’s record can be made for you with a 48 hour notice.



# DAILY ADMISSION, ATTENDANCE, & ARRIVAL/DEPARTURE POLICY

## Daily Admission

Children will be permitted to attend on the days originally scheduled on the parent agreement (during enrollment) or as designated by ELRC. ELRC students may attend additional days at the rate of \$44/day for Preschool, \$46/day for Toddlers & \$48/day for Infants.

- Days may be switched only through approval of Director or Head teacher.
- Children will not be permitted to attend school if in violation of health and safety rules and or tuition discrepancies.
- Attendance will be done daily.

\*\* Please be advised that if you are on ELRC (Early Learning Resource Center) you are permitted 40 absent days per year. If you use your 40 days within one year (effective July 1st), you will be required to pay directly out of pocket for any days MISSED DAYS after the 40th absence.

## Late Policy

Children may **NOT** be dropped off any later than **9:00am**. Children dropped off after this time disrupt the learning process and/or napping children. We ask that if you know you will be late that you call to inform us of the situation. **Habitual lateness may compromise your child's care slot.**

\*See Late Drop Off / Pick Up Fee Policy for details.



### Arrival and Departure

1. **Our school hours** are 7:00am – 5:30pm. All children must be present no later than **9:00 am**. Children are permitted at the center for no more than 10 hours per day. Please adhere to our program hours. Do not drop your children off prior to the program's start time, even if staff is in the building. Pick up time is no later than **5:30pm**. School doors close promptly at 5:30pm. A courtesy call may be given at 5:15 pm. (Please See Late Drop Off/Pick Up Fee Policy)
2. ELRC and County Assistance (Welfare) parents are given an (1) hour for travel to and from work, school or program. Children should be dropped off within 1 hour prior to parents arrival at work, school or program and child(ren) must be picked up within 1 hour after work, school or program has ended. Information is given to Crayon Kids by individual's case worker. If in a work ready or similar program hours will be adjusted to opening and closing times of the program. **Please do not abuse the policy set forth by ELRC or County assistance (Welfare) office. Parents that abuse this policy will be reported to ELRC.**
3. All guardians or adults (16 years old or older) must escort the children to and from their classrooms.
4. Do not leave your child in a classroom unless a staff member is present and acknowledges your child.
5. Parents/guardians **must** accompany the child/children to the bathroom for hand washing upon arrival.
6. Your child will only be released to persons that appear on the emergency form with proper identification and password, unless parent provides written notice. All new Pick-up person's must show valid photo ID and the password.
7. Parents must provide written notice when a person, other than who appears on the emergency contact form, is scheduled to pick up their child. The pick up person must provide proper identification as well as the password. Forms are located in parent area of each classroom.
8. In the instance when a natural parent is not permitted to pick up a child, we will make every attempt to honor your request. Be aware that without a **court order**, we can not forcibly prevent a natural parent from picking up the child. We will attempt to contact the primary custodian to make them aware of the situation, before releasing the child.



9. Crayon Kids Preschool will close early between 3:00pm-5:00pm one time per month for staff training purposes. Please check your monthly newsletter for specific dates.

### **Late Drop Off / Pick Up Fee Policy**

Drop offs after 9:00 am are subject to late fees. Parent/Guardians are expected to pick up their child/children by 5:30 pm. If their child is not picked up by 5:30 pm, they will be charged a \$1.00 per minute late fee. Continued lateness in picking up your child/children may result in dismissal from our school. ***\*If a parent does not contact the school by 6:00 pm with pick up arrangements, we will notify the Department of Children and Youth.\****

### **Attendance Policy**

It is ELRC's policy that all subsidized child care students are allowed 40 absences a year (July 1-June 30). If the child exceeds 40 absences ELRC will stop payment for that child. The Parent will be required to pay our private rate for that child's particular classroom. This rate must be paid according to the aforementioned payment policy. If payment is not made, the child's care will be terminated.



# **TUITION POLICIES**

## **Registration:**

There is a non-refundable registration fee of \$25.00 that will be charged for the first child and \$15.00 for each additional child at time of enrollment. Registration fee is due regardless of private or subsidized care payment plans.

### **1. Tuition / Payment Methods**

You may choose to pay weekly or biweekly. Once you have decided upon your method of payment, you must continue to pay in that manner for the remainder of the school year unless discussed with the Director. Payments may be made in cash, check, or money order and should be given directly to the Director, not the teachers. **Please do not leave without a receipt if you pay with cash.** We will not be held responsible for a missing payment. (Please put your child's last name on your check or envelope if it is different from yours). If your payments become delinquent and your child is withdrawn from the school, a payment plan will be arranged. However, if it is defaulted, we will turn the collection process over to our collection agency. Parents are required to provide their social security number upon application or must pay tuition fees in advance.

### **2. Weekly Payers**

Payment is due by 9:00 am on Mondays. If your payment is late and we do not receive it by Wednesday, your child will be withdrawn until the tuition is paid in full. If the tuition is 2 weeks late, your child will lose his or her placement in our school. Parents/Guardians are responsible for paying every week.

### **3. Bi-Weekly Payers**

Payment is due by 9:00am every other Monday, and you must be at least one week ahead. If your payment is late and we do not receive it by Wednesday, your child will be withdrawn until the tuition is paid in full. If the tuition is 2 weeks late, your child will lose his or her placement in our school. Parents/Guardians are responsible for paying every week.

### **4. Split Tuition Payments**

Regardless of arranged payment plans made by separated or divorced parents, if the child's tuition payment is late by either parent, our late payment policy will still be in effect and the child will be withdrawn until tuition is paid in full.



### **5. Late Payment Fees**

If your tuition payment is one week late, you will be charged \$5.00, as well as every week thereafter, until paid in full. The tuition including the late charge must be paid prior to the child returning to school.

### **6. Insufficient Funds**

If we receive a returned check from our bank, you will be charged a \$15.00 returned check fee plus any fee from our bank and restitution must be made immediately. If more than one check is returned, you will be required to pay by cash or money order for the remainder of the year.

### **7. Subsidy / ELRC / CAO**

All parents who receive financial aid from the state or the county are required to pay their portion weekly, as per county or state codes. We are required to contact the caseworkers should parents be late. **Parents must make their payments by 9 am on Mondays.** Any balances will be reported. You will receive an Adverse Action and may lose your subsidized care if not paid.

### **8. Absence: Vacation/Sick**

Please call by 8:00 am if your child will be absent from school. **Tuition/Co-Pays are due regardless of your child's absence. There will be no reductions for long vacations or short absences.** (For cases of long term absence due to sickness, please contact director). Please be advised that you have 40 days yearly of absenteeism if you are a client of ELRC. Information is provided in the admission packet. ELRC's year term is 6/30 to 7/1 the following year. 5 days with no show or no call may result in termination and a two week tuition fee.

### **Termination Policy**

A two week written notice is required to withdraw your child from our program. You are responsible for the last 2 weeks tuition and/ or copayments. Please be informed that per ELRC regulations, if your copayment is not paid, Crayon Kids will report your delinquency and you will not be able to transfer care until co-payments are made.

### **Snow Days/Emergency Closings**

NBC 10 Information: We will report closings no later than 6:00am to NBC 10 News "Crayon Kids" will appear scrolled across the bottom of the television screen, not a number on the TV. We will also post on our "Remind" app and FaceBook page. *Tuition/co-pays will **not** be reimbursed for snow or emergency closings.*





# **DAILY POLICIES, PROCEDURES, & SCHEDULES**

## **Parent Communication**

Open communication between parents and staff is essential. We use the REMIND app to communicate with parents. Parents will receive monthly calendars and newsletters on REMIND, Tadpoles, or paper. Important memos will be distributed as needed.

**\*\*PARENTS ARE WELCOME AT ANY TIME IN THE CENTER\*\***

## **Daily Communications**

It is required that all children under the age of 3 years receive a daily report from Tadpoles from their primary teacher. The information will include: diaper changes, meals, naps, medication information, activities the child was involved in, and any special notes or concerns about the child.

Parent/Guardians and teachers can share information on Tadpoles. Please feel free to write any note to a teacher or teachers; all notes are checked each morning and evening. You may also call the center at any time if you need to relay information.

Crayon Kids also uses the “REMIND” app to notify you of important information about your child. It is STRONGLY suggested that you sign up with your smartphone upon enrollment.

## **Required Daily Items**

**\*\*All children must have at least 1 but preferably 2 sets of clothes (weather appropriate) including underwear and socks in case of accidents, spills, etc.\*\***

### **Infants: 2-12 months**

Crib sheets, blankets, bibs, burp cloths, bottles, food, formula, diapers, wipes, are provided. Please inform the director if your child requires a specific type of anything mentioned above. You may bring in your own blankets but will be required to take it home every Friday to wash and return on Monday.

### **Toddlers: 12-36 months**



Toddlers sleep on either sleeping mats or cots depending on the classroom. Blankets are provided; however, you may bring in your own blanket for your child to use during nap time, but you will be required to take it home every Friday to wash and return on Monday. The cots have sheets provided, but the mats do not so you may provide sheets for the mats if you desire, but it is not required.

Since your child is currently potty training, we ask that you please bring in multiple sets of clothes since accidents happen the most often during the potty training stage. There are no extra clothes available and we do not borrow other children's clothing even if they are related. **Please provide pull-ups if your child is potty training! Velcro highly preferred.**

### **Pre-School/Pre-K: 3-5 years**

The students sleep on sleeping mats, and blankets are provided; however, you may bring in your own blanket for your child to use during nap time, but you will be required to take it home every Friday to wash and return on Monday. The cots have sheets provided, but the mats do not so you may provide sheets for the mats if you desire, but it is not required.

If your child is potty training, we ask that you please bring in multiple sets of clothes since accidents happen the most often during the potty training stage. There are no extra clothes available and we do not borrow other children's clothing even if they are related. **Please provide pull-ups if your child is potty training! Velcro highly preferred.** You may also bring in pull-ups for nap time use only if your child is potty trained but tends to have accidents while sleeping.

### **Breakfast / Lunch / Snack Policy**

**\*\*Crayon Kids is on a CACFP program. No food may be brought in unless you decline the food program. EHS students may not decline.\*\***

1. Breakfast hours are from 7:00am–8:30am. Please do **not** bring in breakfast for your child if you will arrive after 8:30 am. PLEASE FEED YOUR CHILD AT HOME. Breakfast ends at 8:30 am sharp. **No outside food is permitted.**
2. Crayon Kids will provide Breakfast, AM snack, Lunch, and PM snack every day supplied by a food service. However, if you choose to feed your child, parents must provide an appropriate lunch for their child/children every day. Please send a balanced meal with a minimum amount of “snack foods”. We have noticed a definite correlation between an abundance of sweets and very active behavior. Your cooperation is greatly appreciated. No “junk” food will be given to your child.
3. All lunches must have enough food to satisfy their child's appetite, such as meal, juice and snack.



4. Please note that we believe in a healthy diet. If you bring food from home, we will give the child their meal and milk first, fruit second, and snack last.
5. If your child's lunch is not brought to school with your child, a lunch must be brought in by 11:30am.
6. We cannot accept any glass or tin containers that may harm the children.
7. Please do not pack a meal that needs to be "cooked". We do not heat any meals.
8. All containers that are brought to school must be labeled with the child's name with a permanent marker. We are not responsible for lost containers.
9. Please do not bring in food that needs to be "stored" in our refrigerator, freezer or cabinets. Our refrigerator needs to hold food program lunches every day. Please make sure your child's lunch fits in a "standard" lunch bag.
10. We will not accept any beverages that are labeled "non-alcoholic", resemble an adult beverage, or are high in caffeine such as Jolt or Red Bull beverages; as well as soda of any kind.
11. Every Friday is Pizza Day! If you would like your child to participate, please let us know..... it is free. If you don't want your child to have pizza, we will make them a sandwich as a replacement (if you're on the food program).
12. If your child has allergies, please notify us upon enrollment with a doctor's note. We will make all reasonable accommodations for your child.
13. Family style meals:

Crayon Kids supports the research that children establish eating habits as early as age 2. It is important for Head Start programs and quality child care centers, along with families, to build healthy eating habits early. One way to do this is to serve meals family-style. Crayon Kids serves meals family-style to introduce healthy foods, model healthy behaviors, and provide opportunities for nutrition education.

Serving family-style meals means the staff serves foods in containers and the children use utensils to scoop their own food and pass it along to the child next to them. Our staff helps students to serve their own food and pour their own drinks until they are able to do it themselves.

Family-style eating not only helps the children develop their fine motor skills but also teaches them about patience, sharing, and portions. It is also an opportunity for children to have meaningful conversations with adults and develop social relationships. Best Practices and Head Start standards require all toddlers, preschool-age children, and assigned classroom



staff, including volunteers, to eat together family-style for each meal and to share the same menu if possible.

### **Suitable Dress Attire**

Please dress your child in comfortable play clothes. **Please label all clothing.** Please keep “good clothes” for special days and family activities. We are NOT responsible for lost clothing or dirty clothing. We prefer for safety reasons, your child to wear sneakers and avoid open toe shoes and shoes with slippery soles. Sandals are acceptable in warmer weather but they must have a back to them. No flip-flops or slide on sandals! Please refrain from having your child wear jewelry that can be caught and pulled such as hoop earrings and long necklaces. Small rings and bracelets are considered choking hazards.

**It is required by the Department of Public Welfare that children play outside everyday, weather permitting. This includes snow, and summer rain. Please have your child prepared daily.**

#### **Fall / Winter**

Coats, hats, gloves or mittens, boots, & snow pants

#### **Spring/Summer**

Light jacket, shorts must be worn under dresses & skirts, bathing suit and towel for water play, sunscreen, water shoes (optional)

### **Nap Time Guidelines**

All children, except Pre-K, are required to rest from for 2.5 hours. If a child has difficulty sleeping, he/she will not be scolded or placed in time out. The teacher will place the child away from others and given quiet activities to help pass the time (books, stuffed animals, or coloring). Children will nap 3 feet apart. Blankets will be sent home every Friday to be washed and returned the following Monday. Children who are disruptive during nap time may be required for early pick up or additional support supplied by the parent /guardians. \*\* See “Process for Referring a Child for Intervention Support & Procedure for Referring Families to Appropriate Mental Health Services & Early Interventions”

### **Potty Training**

We follow standards given by the American Academy of Pediatrics in potty training readiness. There are certain signs when a child is ready for potty training.

We ask that you provide us with a letter from your pediatrician indicating that your child is ready. Once this is received we will go over the potty training procedures. We will only accept **Velcro** pull-up if this is your choice in potty training. If you choose to use underwear, please have plenty of spare clothes. If your child is unsuccessful in underwear we will prefer pull ups for sanitary reasons.



# HEALTH & SAFETY POLICIES

## Health Policy

Crayon Kids staff members will notify parents/guardians if children develop new signs or symptoms of illness. Parent/guardian notification will be immediate for emergency or urgent issues. Staff will notify parents/guardians of children who have symptoms that require exclusion, and parents/guardians should remove children from the school as soon as possible. For children whose symptoms do not require exclusion, verbal or written notification to the parent/guardian at the end of the day is acceptable. Most conditions that require exclusion do not require a primary health care provider visit before re-entering care.

When a child becomes ill but does not require immediate medical help, a determination should be made regarding whether the child should be sent home. The caregiver/teacher should determine if the illness:

- a) Prevents the child from participating comfortably in activities
- b) Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
- c) Poses a risk of spreading harmful diseases to others
- d) Causes a fever and behavior change or other signs and symptoms (ex: sore throat, rash, vomiting, and diarrhea). An unexplained temperature above 100 °F (37.8 °C) (armpit) in a child younger than 6 months should be medically evaluated. Any infant younger than 2 months of age with fever should get immediate medical attention.

If any of the above criteria are met, the child should be removed from direct contact with other children and monitored and supervised by a staff member known to the child until dismissed to the care of a parent/guardian, primary health care provider, or other person designated by the parent. The local or state health department will be able to provide specific guidelines for exclusion.

- ❖ Parents will be notified if fever is detected above 101 degrees. Parents are required to pick up their child immediately. Your child may not return until 24 hours after the fever has passed. **\*Therefore, your child may not return to school the next day\***. If the fever returns in a few days, your child will need a doctor's note before attending school.
- ❖ Persistent cough or thick discharge from the eyes or nose requires a doctor's note (visit) before the child is allowed to return to school.



- ❖ Any contagious illness detected or suspected requires 24 hours of medication administered before returning to school. Your child's return to school must be accompanied by a doctor's note in cases of known contagious illnesses.
- ❖ Vomiting or Diarrhea will require parent notification and pickup depending on the circumstances.
- ❖ Any unidentified rashes will require a doctor's note before returning to school.
- ❖ No medication will be given to the child unless it is written on the medication log and initialed by the parent.
- ❖ Parents will be notified if there are any known contagious illnesses in the school. Please be sure to promptly inform us if your child is diagnosed with any contagious illness.

**\*A Doctor's note consists of a diagnosis of illness, method of treatment, and confirmation that the child is allowed to return to school.\***

**\*\*PARENTS:** Please be considerate of other children and families if your child is not feeling well. Even if you do have a doctor's appointment scheduled for later in the day, please do not send them to school if they are ill. Also, if your child is diagnosed with a communicable illness at the doctor's visit, **DO NOT** send them back to school the next day. They should be kept out of school for 1–2 full days (so that medication can begin to work). We know it is hard to take off work or leave early, but we would like to avoid spreading illnesses.

### **Immunization Policy**

All parents will be given a child health assessment form (called the Child Health Report in your enrollment file) upon enrollment. This form must be completed and returned to school immediately. Parents are responsible to have this form updated as follows:

#### **0-36 months:**

An updated health assessment will be required for your child when they turn:  
**3 months old, 6 months old, 9 months old, 12 months old, 18 months old, 24 months old, 30 months old, and 36 months old**

#### **36 months and older:**

An updated health assessment will be required annually.

**\*All vaccines must be current according to the American Academy of Pediatrics.** The AAP guidelines are located on the back of our health assessment forms. **If a parent does not have their child's health form updated as needed, we must dismiss your child until the form is current,** pursuant to the Commonwealth of Pennsylvania Department of Public Welfare.



### **Medication Policy**

Parents must fill out and sign a medication log for their child before any medications can be given. We will give your child medications only if the medication is in its original bottle/container and **accompanied by a physician's note**, (Prescription or Medication over the counter) and is handed directly to a Crayon Kids staff member. **It is very important that all medication is handed directly to a staff member and not placed within any child's belongings (bags, backpacks, lunch boxes, etc) All medication must always be out of the reach of any child.**

### **Injury Policy**

If your child is injured at the Crayon Kids Preschool, our staff will take the necessary steps to obtain emergency medical care for your child. We will make every attempt to contact you or an emergency contact person. If we can not make contact, we will transport your child to the closest emergency room; accompanied by a staff member and your child's complete file (please make sure we have accurate health insurance information). We will use Einstein Hospital. If you prefer the next closest hospital, please put your request in writing.

In the instance that your child is injured, you will receive an incident report from your child's teacher. This report will describe how the injury occurred, where the injury is located and how we treated the injury. Please read this report and sign. We will make a copy for your records.

### **Child Abuse Policy**

All of the Crayons Kids staff members are required by state regulations to obtain FBI fingerprint, State Police record check, and Child Abuse Clearances. If an employee is suspected of abuse, Crayon Kids reserves the right to terminate said employee.

**All staff members are considered mandated child abuse reporters and are required to report suspected child abuse or neglect directly to Childline.**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

**ALL EMPLOYEES of CRAYON KIDS INC are considered mandated reporters, under this law.**





## Discipline Policy

It is the policy of Crayon Kids to keep disciplinary issues minimized and help the children monitor their own behavior. The staff of Crayon Kids presents and models age appropriate behavioral guidelines and uses reflective communication to encourage children to express their emotions. The staff encourages self-control, self-direction, responsibility, and cooperation. When practical and safe, the children are allowed to find their own solutions to conflicts or problems as they arise.

Crayon Kids staff is trained in the theory of positive discipline. Positive Discipline instructs children what they should do, not what they shouldn't do. For example, "We walk inside the building" vs. "No Running". This philosophy of discipline is in accordance with the belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem. Crayon Kids staff believes that negative discipline serves no purpose except to stifle the children's natural curiosity and hinder their personal growth.

"Time Out" may be used selectively with children over 18 months of age **who are at risk of harming themselves or others**. The period of "time out" will be just long enough to enable the child to regain control of him/herself, and will be no longer than 1–2 minutes per year of age. During "time out" a staff member will visually observe the child. After the "time out" is over, staff will discuss the situation and plan solutions to avoid future "time outs" with the child.

**Aggressive physical behavior (fighting, hitting, biting, etc) and foul or threatening language (curse words or violent threats) by a child toward other children or staff members is unacceptable.** Staff members will intervene immediately should this type of situation occur in order to protect the well-being of the other children and staff, and the child will be removed from the situation. In the case of physical behavior, physical restraint (teacher holding a child) will not be used except as a necessity to ensure a child's safety or that of others and only for as long as is necessary for control of the situation. Positive alternative behaviors will be discussed with the child rather than just being told "no".

Open communication between home and school is considered the key to effective discipline. Parents will be informed if such an incident occurs, and a conference may be requested at any time to discuss an acceptable behavior plan. If an acceptable behavior plan is not agreed upon or carried through by the parent and/or behavior does not change in a one month period, the child may need additional services. Failure to seek and or provide services may cause termination of your child from the school. \*See "Process for Referring a Child for Intervention Support & Procedure for Referring Families to Appropriate Mental Health Services & Early Interventions" for more details.

At no time at Crayon Kids will a child be subjected to physical corporal punishment (shaking, spanking, biting, pinching, etc), humiliation, or being threatened or verbally abused by staff. Children are not disciplined for sleep habits, toileting accidents, food consumption, or lack of participation in scheduled activities. At all times, a child's age, emotional state, and past experience will be considered in discipline matters. Any violation of the school's discipline policy should be brought to the director's attention.





## **\*\*EMERGENCY INFORMATION\*\***

Required by Department of Public welfare, all parents must be made aware of our emergency procedures. I would like to take this opportunity to inform you now in case of any county or local emergency. Emergency information is posted in each classroom.

1. **Emergencies within the daycare facility**, such as water flooding or lack of, loss of heat, electricity problems etc. Parents will be notified immediately for pick up.
2. **Dangerous weather conditions/Intruders** such as storms and wind endangerment, our *shelter in place* will be the basement of the Haws Avenue United Methodist Church. Only the Governor of Pennsylvania can issue a "shelter in place" or evacuation orders.
3. **Evacuate the building**: If we need to evacuate the building we will relocate across the street at Calvary Baptist Child care center (801 Haws Avenue) in the church area.
4. **Township Evacuation**: If all areas are being evacuated we are to report Hancock firehouse. For emergencies within the borough or county, if evacuation is necessary Crayon Kids Inc. will be relocated by bus provided by the borough to an area designated by the township and will not be disclosed to us until that time.

It is imperative that emergency contact information is current at all times. Our only means to contact you is by phone via the emergency contact forms; however, we will attempt to use our Remind app and our Tadpoles app to reach families. Updates to our emergency plan will be sent to families by Remind app/Tadpoles or flyers as they occur.

### **Snow Days/Emergency Closings**

NBC 10 Information: We will report closings no later than 6:00am to NBC 10 News "Crayon Kids" will appear scrolled across the bottom of the television screen, not a number on the TV. We will also post on our "Remind" app and FaceBook page. *Tuition/co-pays will **not** be reimbursed for snow or emergency closings.*



## SCHOOL CLOSINGS / HOLIDAYS

Tuition is due regardless of holidays/days are subject to change

- a. Labor Day
- b. Teacher In Service Day TBA
- c. Thanksgiving Break – Thursday and Friday
- d. Christmas Break – usually through New Years
- e. New Year’s Break
- f. President’s Day
- g. Good Friday
- h. Easter Monday
- i. Memorial Day
- j. July 4<sup>th</sup>
- k. D.V.A.E.Y.C conference (Delaware Valley Association of Education for Young Children) or other training requirements

If a holiday falls on a Saturday, we may be closed the Friday prior to the holiday. If the holiday falls on a Sunday, We may be closed the Monday after the holiday. Please see the rules and regulations and the school year calendar sheet for exact dates.

Holidays/Closed days may change at any time. **As a reminder Crayon Kids closes early one time a month for teacher training sessions, please see monthly newsletter or calendar.**



# **PARENT PARTICIPATION**

## **Parent Volunteers**

Crayon Kids Preschool has many opportunities for parents or guardians interested in providing volunteer services to our school. Some activities include:

Vision Screening Helper	Lead screening Helper
Cultural Awareness	In-House Entertainment Helper
Classroom Reader	Summer Camp Helper
Beautification of Building/Playground	

*\*Pennsylvania State clearances may be required for certain volunteer activities.*

## **Parent Committee**

A parent committee is initiated each year. This group of parents, community stakeholders, and family members may choose to serve on this panel to assist in activities held at the school. The purpose of this committee is to start working with parents and the community to improve the quality and experiences for the children of Crayon Kids. This committee will collaborate on ideas and create events for the center and our neighborhood. We will also work on improving the facility practices and procedures with consideration of the culture of our center (within our financial means).

All are welcome at any time. These activities include fund raisers, Scholastic book orders and distribution, seasonal decorating, picture day assistance, and any other activities that may arise (see activities listed in the parent volunteer category for examples). This group may also make suggestions in order to improve the school in any areas. A suggestion box is located by the parent information area.



# **FAQs**

## **Lost and Found**

**ALL PERSONAL ITEMS MUST BE LABELED WE WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

All items found with no name will be placed in our lost and found bucket located in the foyer. All items will be donated at the end of each month to the Daisy shop located in the church basement. Crayon Kids will not pay or replace lost or stolen items.

## **Student Photo Day**

Children might be photographed twice a year by professional photographers (parents expense); in the spring and fall months. Other photographs are taken monthly for display purposes inside the classroom. Photographs may also be taken for advertisement and press releases. Please be sure to fill out our photo release form in your child's enrollment packet for either permission or lack of to use your child's photo.

## **Transportation**

Crayon Kids Preschool currently does not provide transportation. Arrangements for bus transportation can be made by calling Norristown School District Transportation office (610)-630-5020.

## **Parking**

There are designated spaces for child care drop off in front of the building, or you may park in the lot located on Haws Avenue next to the playground and twin homes. Please do not leave children unattended in vehicles while dropping off siblings. Please use sidewalks when going to and from parking lot.



## **Parent Handbook Confirmation**

**I have received a copy of the Crayon Kids parent handbook. I understand that it is my/our responsibility to read its contents, and if I have any questions or concerns I will seek clarification from the Director or staff. Periodically Crayon Kids may provide me with addendums that are my responsibility to add to my handbook.**

**Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_**  
**Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_**